

<p style="text-align: center;">Community Supervision Standards</p> <p style="text-align: center;">Juvenile Justice Authority State of Kansas</p>	<p><b>CHAPTER:</b></p> <p><b>EMPLOYMENT AND EDUCATION</b></p>	<p><b>STANDARD NO.</b></p> <p><b>CSS-06-101</b></p>
	<p><b>SUBJECT:</b></p> <p><b>EDUCATIONAL ENROLLMENT INFORMATION FORM (EEIF) DATABASE</b></p>	<p><b>PAGE: 1 of 2</b></p>
<p><b>REFERENCES: KSDE/FERPA 001; CFS 4003; HIPAA; <a href="https://fostercare.nekesc.org">https://fostercare.nekesc.org</a></b></p>		<p><b>DATE ADOPTED: 3/14/07</b></p> <p><b>DATE REVIEWED: 1/18/07</b></p>

**STANDARD:** Written policy, procedure and practice require the completion of the EEIF on the EEIF Foster Care Database for all juveniles in court ordered custody and removed from their home, direct commitments to a juvenile correctional facility and juveniles on conditional release. This shall be done within five (5) business days of the juvenile's assignment to a Community Supervision Officer and in the event of any enrollment change. Local supervision agencies shall designate specific staff to function as the EEIF database administrator.

#### A. REQUIRED CONSENT FORMS

Before completing an EEIF on the "Foster Care" Database, two (2) consent forms must have valid signatures. The forms are: CFS 4003 and KSDE/FERPA 001 form.

Depending upon the circumstances, valid signatures must be from parent(s), legal guardians, Community Agency staff or the Educational Advocate. Juveniles over age eighteen (18) can sign on their own.

The original CFS 4003 and the original KSDE/FERPA 001 are maintained in the juvenile's file. If requested, copies shall be forwarded to the juvenile's school.

If the juvenile's parent(s) or legal guardian refuses to sign the CFS 4003 form, and/or the KSDE/FERPA 001 form, absolutely no information shall be entered into the EEIF Foster Care Database until appropriate authorization is obtained. For technical assistance and guidance on when Community Agency staff or others can sign, see the EEIF Foster Care Database Help Screen.

For students who do not have signed CFS 4003 and KSDE/FERPA 001 forms, or if technical problems arise in the database, the paper EEIF must accompany the student to enrollment with limited information made available until appropriate releases are obtained. This information shall include, the juvenile's name, last school(s) attended, court ordered custody information and chain of communication only. There shall be no medical information including prescribed medications listed without appropriate signatures authorizing such release pursuant to Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act

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**STANDARD (cont.):**

(FERPA) laws. This will provide the school with basic non-medical information for enrollment until the two (2) consent forms are signed and data can be entered online successfully.

**B. DATA ENTRY**

After obtaining signed consent forms, the Community Supervision Officer shall enter EEIF information into the database, prior to school enrollment whenever possible, but not to exceed five (5) business days of enrollment change.

If a Community Supervision Agency Director receives notice that a student has been enrolled without an EEIF, the EEIF form or Foster Care Database information shall be completed for the school without delay.

**DISCUSSION:** The Kansas State Department of Education has instructed schools that students shall be enrolled even if the EEIF has not been provided. Schools are responsible for obtaining records from previous schools.

For more technical assistance, guidance or information regarding the EEIF Foster Care Database and a school's responsibilities, see the Help Screen within the Database. This Help Screen contains links to EEIF training handouts, "Tips" for completing the consent forms, relevant JJA/SRS Memos and general EEIF and Database Instructions.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.